



North Bay Village Memorandum

DATE: 5/20/20

TO: Mayor, Vice Mayor, and Commissioners

FROM: Village Manager Ralph Rosado, PhD, AICP

SUBJECT: Reopening of Village Hall

With careful planning, we can reopen Village Hall to the public while also protecting their health and safety and that of our Village staff. Village Hall will reopen next Tuesday, the day after Memorial Day. Human Resources Director Maglio Gomez and I have reviewed CDC recommendations and contacted other government entities to determine Best Practices protocols for doing so. Below are the proposed protocols for our reopening:

- Protective glass is being installed on the 1st and 3rd floors this week. This will provide a clear separation barrier, similar to that found in banks and (now) in grocery stores, between the public and our employees.
- First floor staff has continued to report to work via a staggered schedule, ensuring only two employees are working in the workspace at any given time. This type of schedule will remain in place for at least two more weeks, as we monitor CDC recommendations.
- Public access will not be permitted to the 3rd Floor administration offices at this time.
- Staff has been issued and is required to wear personal protective equipment (PPE).
- Staff will continue to practice good hygiene with hand washing and hand sanitizing.
- Common work areas, such as the copy machine, shall be wiped down after each use.
- Employees shall be required to wipe down their work stations with a damp cloth (no chemicals) at the beginning and at the end of their shift.
- We will ensure proper signage is placed around the common areas that notify all patrons that a face covering is required and a reminder to maintain social distancing.
- 1st Floor staff has marked out spaces on the floor with painter's tape to ensure patrons are spaced at least 6 feet apart.
- Hand sanitizer stations have been placed throughout NBV Hall.
- We have two thermometers that staff will use to determine whether individual members of the general public can enter the 1st Floor. When members of the public arrive at the 1st Floor doors, they will see a sign that informs them to either

knock on the glass door or call 305-756-7171 to ask to be allowed in, subject to a temperature check.

- We have all NBV work and common areas being deep cleaned on a weekly basis with disinfectant that lasts for 9 days.
- No more than one employee shall be permitted to utilize the breakroom at any given time.
- Employees who are feeling symptoms of COVID or have had a direct exposure will not be permitted to return to work until they receive clearance from a medical doctor, when possible.

Should you have any questions or suggestions, do not hesitate to contact me. Stay safe.